
TO: CHIEF ADMINISTRATIVE OFFICER **DATE:** 2022 August 24

FROM: GENERAL MANAGER
CORPORATE SERVICES

**SUBJECT: SENIOR MANAGER LEGISLATIVE SERVICES – SIGNING
AUTHORITY AND ACTING CORPORATE OFFICER**

PURPOSE: To empower the Senior Manager Legislative Services with signing authority on behalf of the City and as Acting Corporate Officer.

RECOMMENDATION:

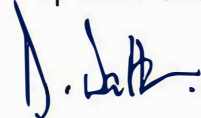
1. **THAT** Ms. Blanka Zeinabova, Senior Manager Legislative Services, be designated as having signing authority on behalf of the City and as the Acting Corporate Officer.

REPORT

During this year's organizational restructuring, the City designated Ms. Blanka Zeinabova as new Senior Manager Legislative Services. Ms. Zeinabova will begin in her new role on 2022 September 5.

Ms. Zeinabova was previously appointed by Council as City Clerk for the purposes of the Corporate Officer role under section 148 of the Community Charter. The Corporate Officer role now resides with the Director Legislative Services position, which is currently vacant. Until the Director Legislative Services position is filled, Ms. Zeinabova will be Acting Corporate Officer for the City.

It is recommended that Ms. Blanka Zeinabova be designated as having signing authority on behalf of the City of Burnaby as Senior Manager Legislative Services and act as Corporate Officer in the absence of a Director Legislative Services.



Dipak Dattani
GENERAL MANAGER
CORPORATE SERVICES

Copy: Chief Human Resources Officer
Acting Chief Financial Officer
City Solicitor